



DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
WASHINGTON NAVY YARD BLDG 210
914 CHARLES MORRIS CT SE
WASHINGTON DC 20398-5540

COMSCINST 7510.1E
N00I
19 April 1999

COMSC INSTRUCTION 7510.1E

Subj: COMMAND EVALUATION PROGRAM

Ref: (a) OPNAVINST 5000.52A
(b) Department of the Navy Command Evaluation Manual, OPNAV ltr Ser 09B4/1U511453 of 20 Aug 1991 (NOTAL)

1. Purpose. To provide policy and responsibilities for carrying out the Command Evaluation Program (CEP) at Military Sealift Command (MSC). This is a complete revision and should be read in its entirety.
2. Cancellation. COMSCINST 7510.1D.
3. Background. Reference (a) establishes the CEP to ensure that an independent local assessment capability is available to each commanding officer (CO). Reference (b) augments the OPNAVINST 5000.52A. The COMSC Inspector General's office is responsible for implementation of the program. The COMSC Inspector General's office will have Command Evaluation (CE) Officers on the East and West coasts to assist in this endeavor.
4. Definition. Command evaluation is the conducting of reviews, studies, analyses or evaluations of command operations. The purpose of CEP is to provide the Commander/ Area Commander an independent capability to internally evaluate their programs to ensure that funds, personnel, equipment and other resources are employed effectively, securely, economically and within legal and administrative constraints. General Accounting Office (GAO) standards may be used as guidelines when performing command evaluations.
5. Policy. It is the policy of the Commander, Military Sealift Command (COMSC) that each Area Commander has an established and effective CEP. References (a) and (b) provide policy and guidelines for CEP within the Office of the Chief of Naval Operations (CNO) and at subordinate commands and activities.

19 April 1999

6. Organization and Staffing

a. The COMSC Headquarters Command Evaluator and the Command Evaluation Review Office (CERO) East and West work directly for the COMSC Inspector General. This organization ensures the independence of action by the CEROs. The Area Commanders have CE program analysts (full time for LANT and PAC; part time for EUR and FE) who report directly to the Area Commander or other officer as deemed appropriate. The CERO East and CERO West will support all MSC functions on their associated coast to include the Area Commanders, Functional Directors, Special Assistants and Program Managers. The organizational placement of all CE staff shall not impede the independence, objectivity and scope of review and evaluation.

b. The complexity of operations, size and mission of the activity, and the types of reviews to be performed are all factors to be considered in determining the staffing requirements of the CE function. Use of functional experts periodically to augment CE review capabilities is authorized on an as-required basis. Commands will make every effort to staff their CE program analyst billets with competent personnel. Where part-time personnel are used, they are prohibited from reviewing the function or organization to which permanently assigned.

c. Job series classification for civilians performing CEs include 301, 343, 501 and 510.

7. Responsibilities

a. The COMSC Inspector General (N00I) approves the consolidated CE Plan and forwards to the Commander.

b. The COMSC Headquarters Command Evaluator (N00IC) is responsible for program management and administration of the CEP within MSC and will:

(1) Develop, issue and interpret CE policy and procedures.

(2) Issue program and technical guidance.

(3) Act as team leader for the performance and execution of the CE function at Headquarters East and West regional offices.

(4) Prepare an MSC consolidated annual CE Plan.

(5) Conduct Headquarters' reviews.

19 April 1999

c. The CERO East and CERO West will:

- (1) Prepare an annual CE Plan.
- (2) Solicit input from local representatives of Program Managers/Special Assistants and Functional Directors to identify known or potential problems in related functional areas.
- (3) Conduct reviews.
- (4) Render advice to the Commander (via the COMSC Inspector General) on matters of organization and staffing of the CE function.
- (5) Identify annual training requirements of CE personnel.
- (6) Sign out CE reports.
- (7) Ensure that COMSC CE reports are addressed and submitted directly to N00I for submission to the Commander with copies to appropriate operating personnel, and establish and maintain a follow-up system on all recommendations;

d. MSC Area Commanders are responsible for ensuring that an effective and responsive CEP is established at their activities based on the policies and guidelines contained in this instruction and in references (a) and (b). Some key responsibilities of Area Commanders are:

- (1) Ensure that the CE function is appropriately placed and adequately staffed.
- (2) Ensure that the organizational placement of the CE function does not impede or limit the scope of reviews or result in “sanitization” of reports.
- (3) Ensure that CE personnel are not used in operational roles.
- (4) Ensure that deficiencies noted in CE reports are promptly corrected and copies furnished to CERO East and West.

e. The Area Command CE program analyst will:

- (1) Prepare an annual CE Plan.

19 April 1999

(2) Provide a copy of the plan to N00I to prevent duplication of effort at the CERO East and West.

(3) Identify annual training requirements of CE personnel.

(4) Ensure that CE reports are addressed and submitted directly to the Area Commander with copies to appropriate personnel.

(5) Establish and maintain a follow-up system on all recommendations.

8. Reviews

a. The objectives, scope, conduct, quality and final product for reviews performed by the CE function will normally be defined by the Commander. In conducting reviews, CE organizations shall comply with the standards prescribed in references (a) and (b). The CNO CEP Manual will be used as a guide. Copies of the manual are available from the COMSC Inspector General or any CERO.

b. The first quarter of each year, Headquarters' Command Evaluator shall request inputs for CEs. The CERO East and West and Area Command CE program analysts shall do the same.

c. The CEROs East and West shall submit their plans to the Headquarters' Command Evaluator for consolidation and approval by the N00I.

d. Reviews initiated by CERO East and West shall be forwarded to N00I for submission to the Commander.

e. Reviews requested by local authorities shall be forwarded to that authority with an information copy forwarded to N00I when appropriate.

9. Action

a. Addressees shall comply with the policy and guidelines in references (a) and (b) and this instruction to ensure effective implementation of the command evaluation function at their activities.

19 April 1999

b. Reports and working papers shall be retained by the Command Evaluation Officer/Office conducting the evaluations and will be subject to review by COMSC N00I.

Distribution:

COMSCINST 5000.19

List I (Case A, B, C)

SNDL 41B (MSC Area Commanders)

41C (NFAF East/West)

41D (MSC Offices)

41E (APMC)